

# PLAN REVIEW GUIDE

## FOR WINE & DISTILLERY TASTING ROOMS

---

This is a guideline to the basic requirements of a wine and distillery tasting room. Actual requirements are detailed in the Seattle King County Food Code. If you desire a copy of The Food Code, please contact the Plans Examiner or look on-line at <http://apps.leg.wa.gov/WAC/default.aspx?cite=246-215>, specifically Title 5, and <http://www.doh.wa.gov/ehp/food/rule.html>.

This guide describes how to submit your plans for review. Use the check list on page 3 to make sure that you have all of the necessary information for your plan packet. Complete the Tasting Room Plan Review Application and the Plan Review Cover Sheet.

Available in alternative format upon request pursuant to ADA

## TABLE OF CONTENTS

I.	What do I need to submit?	3
II.	Plan review fees	7
III.	Where do I need to submit my tasting room plan application?	8
IV.	What happens to your plans next	8
V.	Preoperational inspection	8
VI.	Resources	9
VII.	Plan review process flow chart	11

## **What Do I Need to Submit?**

### **CHECKLIST AND PLAN DETAILS FOR A TASTING ROOM**

If your tasting room needs a permit, before starting or remodeling your operation, there is a 2-part “plan review” process you must go through with the health department. First, a Plan Review must be completed before construction begins. A preoperational inspection must then be completed before you can open for business.

To improve and speed up the review process, a presubmittal appointment with a plan reviewer (See pg. 9 for contacts) is required. Please note that all plan review time is billable, including the presubmittal appointment. Plans examiners are also available to assist you throughout the plan review process.

Please have the following items ready before scheduling the presubmittal meeting with the Plans Examiner. Equipment is dependent upon the menu and the preparation that occurs on site.

#### **1. Plan Review Coversheet and Application**

- ☐ Plan Review Coversheet. Make sure your plan packet is complete to avoid delays or your plans may not be accepted.
- ☐ Tasting Room Plan Review Application and fee. Complete all sections of the Plan Review Application and pay the plan review fee.

#### **2. Utility Information**

- ☐ Sewer/Septic Availability. Provide a sewer bill with the site address or a letter from the sewer company confirming current sewer connection. If your facility has a septic system, please provide a written approval from Public Health’s Wastewater Program. For more information, please contact the Wastewater Program Sanitarian of the Day at (206) 296-4932.
- ☐ Water source. All facilities must provide documentation or the name of the water district stating that facility is connected to an approved water system.

#### **3. Site Plan**

- ☐ Site plan. The site plan is a drawing that shows your business in relation to streets, sidewalks, and parking.

## 4. Menu

- ☐ Provide a copy of your menu. List all food and beverage to be served (wine, beer, spirits, cheese, etc.).
- ☐ Describe preparation and style of service. In general, please describe the food preparation procedures and style of service (tasting room, hor d'oeuvres, reheating foods, preparing full meals, etc.).

## 5. Sinks

- ☐ Handwashing sinks. Handsinks (or handwashing sinks) are required in all food preparation and warewashing areas. Handsinks must remain accessible, conveniently located and within 25 feet of all areas where food or beverages are handled, prepared or served. This may require more than one handsink per food service. Handsinks must be equipped with mixing faucets, hand soap and paper towels. The minimum hot water temperature allowed at all handsinks is 100 degrees Fahrenheit at the tap through a mixing valve. Ideally, the hot water should be 100-120 F. Hot water should reach each handsink within 45 seconds.
- ☐ Dishwashing sinks. A 3-compartment sink is required. The size of the compartments of the 3-compartment sink must be large enough to accommodate the largest utensil or equipment used in the establishment.

Provide the depth x height x width of each compartment or a copy of the equipment information (cut) sheet.

Drain-boards, utensil racks, or tables large enough to accommodate all soiled and cleaned items shall be provided for necessary utensil holding before cleaning and after sanitizing. Please show the drain-boards, racks, or shelves on the drawing.

Warewashing facilities may be shared with other tasting rooms provided that the warewashing facilities are in the same building and located within 200 feet of each tasting room and use is authorized via a Commissary Agreement and variance request.

- ☐ Commercial dishwashing machine. A commercial dishwashing machine may also be added in addition to the required 3-compartment sink.

Provide the make and model of the dishwasher or a copy of the equipment information (cut) sheet.

- ☐ Mop sink. A mop sink (or service sink or janitorial sink) with hot and cold water is required.

A mop sink may be shared with other tasting rooms provided that they are in the same building and located within 200 feet from each tasting room and use is authorized via a Use of Commissary Agreement.

- ☐ Food preparation sink. Food preparation sinks may be required if raw fruits and vegetables are washed or if meats are thawed. The food preparation sink must have an indirect waste drain line.

## 6. Restrooms

- ☐ Employee restrooms. Employee restrooms are required. Employees may use the same restrooms provided to the public provided they are located within 200 feet. Access to restrooms not owned by the tasting room must be authorized via a Use of Restroom Agreement.

Minimum fixture requirements are located in Chapter 29, table 29A, of the building code (this chapter is used as a replacement for chapter 29 of the IBC).

- ☐ Public restrooms. Public restrooms are required with any on-premise consumption of food and beverages. Public restrooms must be conveniently located and available during all hours of operation. Access to restrooms not owned by the tasting room must be authorized via a Use of Restroom Agreement.

Patrons cannot go through any food preparations area or unpackaged food storage areas to reach the restrooms, as patrons must not interfere with any part of the food service operation.

NOTE: It is strongly recommended that handsinks are connected to the main hot water heater instead of using an insta-hot unit under each handsink. Insta-hot units fail overtime and do not consistently provide the minimum temperature of 100 F.

## 7. Plumbing

All plumbing work must be done by a commercial plumber under a plumbing permit from the appropriate jurisdiction. Plumbing systems shall be designed, constructed and installed according to law (applicable local, state, and federal statutes, regulations and ordinances.)

- ☐ Water Heater. Specify the type of water heater (gas, electric, tank-less on demand) and the storage capacity (gallons). Please provide the manufacturer and model of the unit. The water heater must be large enough to meet the peak hot water needs of the facility.
- ☐ Grease trap/grease interceptors. Businesses serviced by the City of Seattle's drainage and waste Utility are required to install a grease-capturing device. If the device of choice is an "interceptor" it should be sized according to the Uniform Plumbing Code Appendix "H". Please call 206-296-4632 for additional information. Other jurisdictions may have similar requirements so check with your local jurisdiction.
- ☐ Floor drains. Indicate floor drains in all areas where floors are subject to wetting.

## **8. Equipment**

Food Equipment that is certified or classified for sanitation by an American National Standards Institute (ANSI) – Accredited certification program is considered to be in compliance with the Food Code. Other equipment meeting food safety standards may also be allowed.

- ☐ Refrigeration and freezer units. Provide adequate refrigeration and freezer units (walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, etc.). Provide the make and model of all refrigeration units (catalogue cut sheets) must be included. All refrigeration units must hold foods at 41 F or below. Internal display thermometers must be available.
- ☐ Details of the cook line. List and provide the location of all equipment that will be used to cook and reheat. This includes but is not limited to deep fryers, stoves, grills, microwaves, etc.
- ☐ Hot holding equipment. List and provide the location of all hot holding equipment such as soup pots, steam tables, etc.
- ☐ Ventilation (hood system). Show mechanical exhaust ventilations systems. Ventilation must be adequate so that all areas are kept reasonable free from excessive heat, steam, condensation, vapors, fumes or objectionable odors. Exhaust hoods must be designed to prevent grease or condensate from dripping into the food and the filters or baffles must be readily removed for cleaning. Contact the local building department for specifications and/or if a hood system is required for the type of food preparation activities that will occur on site.
- ☐ Work stations details. List and provide the location of all worktables, counters, stationary cutting blocks, etc.)
- ☐ Shelving for adequate storage space. Show all storage areas and cabinetry. Food storage must be six (6) inches off the floor.

## **9. Seating**

- ☐ Seating. Show all tables and chairs (inside, outside, bars, banquet rooms, etc.)
- ☐ Square footage. Provide the square footage of the entire facility (include kitchen, restrooms, storage areas, outdoor seating areas, etc.)

## **10. Finish Surface Information**

- ☐ Floors, walls, ceilings – finish surface details. Specify the finish of the floors, walls, and ceilings in all areas. Floors, walls and ceilings must be smooth, durable and easily cleanable. Floor wall junctions must have a coved base. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed. No exposed plumbing or wiring. All equipment and cabinetry must be flush mounted (or smooth and sealed) to counters, walls or floors, or be raised/located to allow for cleaning. Food, food preparation, and food service equipment storage areas are prohibited under sewer lines that are not shielded to intercept potential drips.

## **11. Exterior Garbage/Dumpster Location**

- ☐ Outdoor dumpster or garbage facility. Show the location of the outdoor dumpster or garbage facility.

## **12. Other Details and Miscellaneous Items**

- ☐ Light fixtures. All light fixtures must be shielded
- ☐ Employee accommodations. Lockers or other suitable facilities shall be provided for the orderly storage of employee's clothing and other possessions. Show locker areas/dressing rooms or explain where employees will store their belongings.

## **13. Please include the following statements on all copies of your plans:**

**"Health Department inspection required before opening"**

**"No changes will be made without Health Department approval"**

### **PLAN REVIEW FEES**

New Construction Plan Review – a new food and beverage operation OR one that has never held a permit with Public Health Seattle-King County OR re-permitting an existing facility for which the operations permit has been inactivated for one year or more. New Construction Plan Review fee is \$804.00. If the plan review service exceeds 4 hours, the applicant is billed for the additional incremental time base on the hourly rate (\$201/hour in 2014). The plan review fee includes the pre-opening inspection and travel time.

Remodel Plan Review – a change or addition to an existing kitchen. The Remodel Plan Review fee is \$603.00. If the plan review service exceeds 3 hours, the applicant is billed for the additional incremental time based on the hourly rate (\$201/hour in 2014). The plan review fee includes the pre-opening inspection and travel time.

If plans are disapproved and returned to the applicant for changes, a resubmittal fee is required for the re-examination of plans. The fee for service is incremental based on the hourly rate (\$201/hour in 2014).

The plan review fee is not refundable. If construction has begun before the plan review is approved, the food service operations owner will be charged a penalty fee of one-half the plan review fee.

Please note, an operations permit must be purchased before the food business opens. The operations permit fee is renewed annually. Fees are based on level of risk and type of operation. Permit fees can be found at <http://www.kingcounty.gov/healthservices/health/ehs/fees.aspx>

## **WHERE TO SUBMIT YOUR APPLICATION**

In Seattle, King County and all Incorporated Suburban Cities, two (2) sets of plan packets must be submitted directly to Public Health – Seattle & King County, at either the Downtown or Eastgate Environmental Health Offices located at:

DOWNTOWN	EASTGATE
401 5 <sup>th</sup> Ave, 11 <sup>th</sup> Floor	14350 S.E. Eastgate Way
Seattle, WA 98104	Bellevue, WA 98007
206-296-4632	206-296-4932

### **Business Hours:**

Downtown Chinook Office – Monday through Friday, 8am to 4:30 pm, except Tuesday mornings (open at 9am).

Eastgate Public Health Center – Monday through Friday, 8am to 4:30 pm, except Thursday mornings (open at 9am)

Refer to the “Checklist and Plan Details for a Tasting Room” on page 4 for expected content.

Please be advised that some building departments may not accept or approve plans until drawings have been stamped approved by Public Health – Seattle & King County.

## **THIS IS WHAT HAPPENS TO YOUR PLANS NEXT**

Upon receipt of complete plan review packets, the plans are placed in a queue on a “first come, first serve” basis. The health department does not provide any “rush” plan reviews whatsoever. When the plans reach the top of the queue, a plans examiner will review the plans for all items in the checklist, such as type of menu, sinks, food equipment, and types of floor/wall/ceiling coverings.

A letter stating “plans are approved”, or an email or letter outlining “corrections needed”, will be sent after the plans are reviewed. If you receive a correction letter or email, the sooner you provide the revisions or information needed, the sooner the plans examiner can re-examine your plans.

After you receive your plan approval, you must pick up your approved and stamped plans within one (1) month unless you receive your plans in the mail. A copy of the approved plans must be available at the site for the pre-opening inspection.

## **THE PREOPERATIONAL INSPECTION**

Once the building permit has been issued, construction can begin. As you near completion, but before you can open for business, you must have a preoperational inspection. The preoperational inspection is to verify that the facility was constructed according to the approved plans. There are two additional requirements to complete before calling to make an appointment for the pre-operational inspection:



- A. Purchase an operational permit.
- B. Obtain final approval of building and plumbing permits by local agencies.

Please plan ahead to schedule a preoperational inspection. Call the plans examiner at least one week before you wish to open. The completed operations permit application and fee must be received before contacting the plans examiner for a preoperational inspection. There is a penalty for beginning to operate without a preoperational inspection approval. The penalty for opening without approval is one-half the annual operations permit fee. Also, if you do not pass the preoperational inspection, the fee for a return preoperational inspection is \$402.00, plus \$201 per hour for any additional travel and activity time over two (2) hours.

Remodel projects also require a preoperational inspection before you can start using the newly remodeled space. An operations permit may be already on-site, but if not, you will need to purchase an operations permit before the preoperational inspection. All plumbing work must be done by a commercial plumber, and the plumbing permit must have final plumbing approval. A building permit, if required, also needs final sign-off.

You may also receive a bill for any time spent beyond the base fee. All outstanding fees must be paid within 30 days of receipt of invoice. Failure to pay outstanding fees from the entire plan review process may result in closure of your operation.

## **RESOURCES**

If you have any questions, please call the plans examiner for your area. Plans examiners take calls between 8-10am. They are also available for presubmittal meetings in the Seattle Office and Bellevue Eastgate Office at this time. If they are not available, please leave a voice message and they will return your call.

**For businesses located within the cities of Burien, Seattle, Mercer Island, Shoreline, Vashon Island, and Unincorporated King County (Skyway and White Center only), please contact:**

**Sid Forman: (206) 263-8531 or (206) 263-9566**

**Pat Murphy: (206) 263-8484 or (206) 263-9566**

**For businesses located elsewhere in King County (cities not listed above) and in Unincorporated King County, please contact:**

**Mike Bratcher: (206) 296-9741**

**Diane Agasid: (206) 296-9750**

Plumbing Permits – for both Seattle & Unincorporated King County 206-296-4632

<http://www.kingcounty.gov/healthservices/health/ehs/plumbing.aspx>

See your local building department for plumbing permits in other cities in King County.

**Other Agencies:**

DPD (Seattle building dept.) 206-684-8850  
<http://seattle.gov/dpd/>

Department of Permitting and Environmental Review 206-296-6600  
<http://www.kingcounty.gov/property/permits.aspx>

For other cities in King County see your local building departments for building permits.

Fire Marshall – check with your local city for fire department.

WA State Labor & Industries (L & I) – Small Business Liaison 360-902-4205

WA State Liquor Control Board – Susan Reams 360-664-1651

Department of Revenue - Washington State 800-451-7985  
<http://bls.dor.wa.gov>

Contact your local city to obtain a city business license.

## **FLOW CHART**

The flow chart below offers a visual guide on the plan review process.

